

OFFICE OF RESEARCH AND DEVELOPMENT

QUALITY STEP INCREASE POLICY AND PROCEDURES

1. The ORD Career Service Panel will call for Quality Step Increase recommendations every three months (March, June, September and December), act on the recommendation, and then make its recommendation to the Director of Research and Development.

2. Nominations should be made at the appropriate CSP meeting by the Division Chiefs, who would also outline the basis for each recommendation. If approved by the CSP, the recommendations, along with supporting memoranda -- each with an attachment written in the form of a citation -- would be forward to D/ORD for approval and further processing as prescribed in

3. The exclusive basis for a QSI award should be some sustained meritorious action or activity such as high quality performance with respect to a particular project. This implies that a sustained high quality effort would have been required over a period of time to produce an outcome deserving of a QSI award.

4. In the case of personnel engaged in on-going activities not marked by specific major projects or milestones, sustained high quality performance with

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QUALITY STEP INCREASE POLICY AND PROCEDURES (Cont'd)

4. (Cont'd)

respect to a given activity or activities would equally constitute the basis for recommending a QSI award.

5. Examples of improper justification might be:

a. as an incentive to aid in the retention of a good employee who may have received an attractive employment offer elsewhere;

b. solely as a reward or incentive to an employee who has "topped out" at a particular grade level and is unlikely to receive a further promotion in grade.

6. The QSI award ceremonies should be held ~~privately~~ *privately*, with appropriate supervisory personnel on hand. At that time the employee will receive a copy of the "citation" which describes the basis for the award.

7. QSI awards be kept distinct from the ORD Certificate of Commendation awards.

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